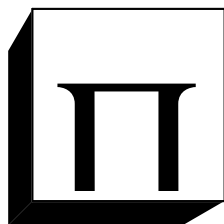


## **SAMPLE SELF-INSPECTION CHECKLIST**



**DEVELOP  
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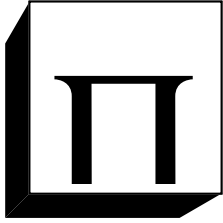
### **GENERAL**

1. Have you demonstrated an active interest in safety and health matter by defining a policy for your agency and communicating it to all employees?
2. Do you have a safety committee or group that allows participation of employees in safety and health activities?
3. Does the safety committee or group meet regularly and report its activities in writing?
4. Do you provide safety and health training for all employees requiring such training, and is it documented?
5. Is one person clearly in charge of safety and health activities?
6. Do you have an action plan for emergencies?
7. Are emergency telephone numbers posted?
8. Do all employees know what to do in emergencies?
9. Do you have a procedure for handling employee complaints regarding safety and health?
10. Is at least one employee per shift trained in CPR and first-aid?

### **WORKPLACE**

#### **ELECTRICAL WIRING, FIXTURES AND CONTROLS**

1. Are your workplace electricians familiar with the requirements of the National Electrical Code (NEC)?
2. Do you specify compliance with the NEC for all contract electrical work?
3. If you have electrical installations in hazardous dust or vapor areas, do they meet the NEC for hazardous locations?
4. Are all electrical cords strung so they do not hang on pipes, nails, hooks, etc.?
5. Is all conduit, BX cable, etc., properly attached to all supports and tightly connected to junction and outlet boxes?



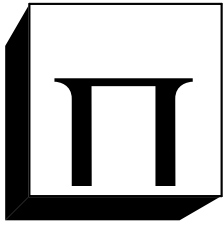
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6. Is there no evidence of fraying on any electrical cords?
7. Are rubber cords kept free of grease, oil and chemicals?
8. Are metallic cable and conduit systems properly grounded?
9. Are portable electric tools and appliances grounded or double insulated?
10. Are all ground connections clean and tight?
11. Are fuses and circuit breakers the right type and size for the load on each circuit?
12. Are all fuses free of "jumping" with pennies or metal strips?
13. Do switches show evidence of overheating?
14. Are switches mounted in clean, tightly closed metal boxes?
15. Are all electrical switches marked to show their purpose?
16. Are motors kept clean and free of excessive grease and oil?
17. Are motors properly maintained and provided with adequate overcurrent protection?
18. Are bearings in good condition?
19. Are portable tights equipped with proper guards?
20. Are all lamps kept free of combustible material?
21. Is your electrical system checked periodically by someone competent in the NEC?
22. Does your business have a specific lockout or tagout program?

**EXITS AND ACCESS**

1. Are all exits visible and unobstructed?
2. Are all exits marked with a readily visible sign that is properly illuminated?
3. Are there sufficient exits to ensure prompt escape in case of emergency?
4. Are areas with limited occupancy posted and is access/egress controlled to persons specifically authorized to be in those areas?
5. Do you take special precautions to protect employees during construction and repair operations?

## **FIRE PROTECTION**



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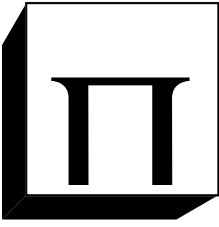
1. Are portable fire extinguishers provided in adequate number and type?
2. Are fire extinguishers inspected monthly for general condition and operability and noted on the inspection tag?
3. Are fire extinguishers recharged regularly and properly noted on the inspection tag?
4. Are fire extinguishers mounted in readily accessible locations?
5. If you have interior standpipes and valves, are these inspected regularly?
6. If you have a fire alarm system, is it tested at least annually?
7. Are plant employees periodically instructed in the use of extinguishers and fire protection procedures?
8. If you have outside private fire hydrants, were they flushed within the last year and placed on a regular maintenance schedule?
9. Are fire doors and shutters in good operating condition?
10. Are fire doors and shutters unobstructed and protected against obstruction?
11. Are fusible links in place?
12. Is your local fire department well acquainted with your plant, location and specific hazards?

### **Automatic Sprinklers**

1. Are water control valves, air and water pressures checked weekly?
2. Are control valves locked open?
3. Is maintenance of the system assigned to responsible persons or a sprinkler contractor?
4. Are sprinkler heads protected by metal guards where exposed to mechanical damage?
5. Is proper minimum clearance maintained around sprinkler heads?

## **HOUSEKEEPING AND GENERAL WORK ENVIRONMENT**

1. Is smoking permitted in designated "safe areas" only?
2. Are NO SMOKING signs prominently posted in areas containing



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- combustibles and flammables?
3. Are covered metal waste cans used for oily and paint soaked waste?
  4. Are these waste cans emptied at least daily?
  5. Are paint spray booths, dip tanks, etc., and their exhaust ducts cleaned regularly?
  6. Are stand mats, platforms or similar protection provided to protect employees from wet floors in wet processes?
  7. Are waste receptacles provided and are they emptied regularly?
  8. Do your toilet facilities meet the requirements for the applicable sanitary codes?
  9. Are washing facilities provided?
  10. Are all areas of your business adequately illuminated?
  11. Are floor load capabilities posted in second floors, lofts, storage areas, etc.?
  12. Are floor openings provided with toe boards and railings or a floor hole cover?
  13. Are stairways in good condition with standard railings provided for every flight having four or more risers?
  14. Are portable wood ladders and metal ladders adequate for their purpose, in good condition and provided with secure footing?
  15. If you have fixed ladders, are they adequate, in good condition and equipped with side rails, cages or special safety climbing devices, if required?

**Loading Docks:**

1. Are dockplates kept in serviceable condition and secured to prevent slipping?
2. Do you have means to prevent car or truck movement when dockplates are in place?

**MACHINES AND EQUIPMENT**

1. Are all machines or operations that expose operators or other employees to rotating parts, pinch points, flying chips, particles or sparks adequately guarded?
2. Are mechanical power transmission belts and pinch points guarded?



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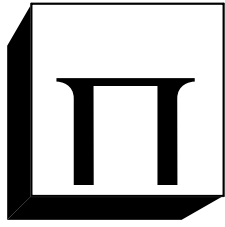
3. Is exposed power shafting less than seven feet from the floor guarded?
4. Are hand tools and other equipment regularly inspected for safe condition?
5. Is compressed air used for cleaning reduced to less than 30 psi?
6. Are power saws and similar equipment provided with safety guards?
7. Are grinding wheel tool rests set to within 1/8 inch or less of the wheel?
8. Is there any system for inspecting small hand tools for burred ends, cracked handles, etc.?
9. Are compressed gas cylinders examined regularly for obvious signs of defects, deep rusting or leakage?
10. Is care used in handling and storing cylinders and valves to prevent damage?
11. Are all air receivers periodically examined, including the safety valves?
12. Are safety valves tested regularly and frequently?
13. Is there sufficient clearance from stoves, furnaces, etc., for stock, woodwork or other combustible materials?
14. Is there clearance of at least four feet in front of heating equipment involving open flames, such as gas radiant heaters and fronts of firing doors of stoves, furnaces, etc.?
15. Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
16. Is there at least a two-inch clearance between chimney brickwork and all woodwork or other combustible materials?

**Welding or Flame Cutting Operations:**

1. Are only authorized, trained personnel permitted to use such equipment?
2. Have operators been given a copy of operating instructions, and are they required to follow them?
3. Are welding gas cylinders stored so they are not subject to damage?
4. Are valve protection caps in place on all cylinders not connected for use?
5. Are all combustible materials near the operator covered with protective shields or otherwise protected?
6. Is a fire extinguisher provided at the welding site?

7. Do operators have the proper protective clothing and equipment?

## **MATERIALS**

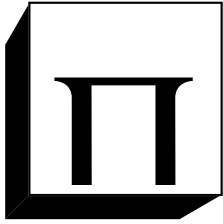


1. Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids?
2. Are all flammable liquids that are kept inside buildings stored in proper storage containers or cabinets?
3. Do you meet OSHA standards for all spray painting or dip tank operations using combustible liquids?
4. Are oxidizing chemicals stored in areas separate from all organic material except shipping bags?
5. Do you have an enforced NO SMOKING rule in areas for storage and use of hazardous materials?
6. Are NO SMOKING signs posted where needed?
7. Is ventilation equipment provided for removal of air contaminants from operations such as production grinding, buffing, spray painting and/or vapor degreasing, and is it operating properly?
8. Are protective measures in effect for operations involved with X-rays or other radiation?
9. Lift Truck Operations:
  - Are only trained personnel allowed to operate forklift trucks?
  - Is overhead protection provided on high lift rider trucks?
10. Toxic Materials:

Are all materials used in your plant checked for toxic qualities?

Have appropriate control procedures such as ventilation systems, enclosed operations, safe handling practices, proper personal protective equipment (i.e., respirators, glasses or goggles, gloves, etc.) been instituted for toxic materials?

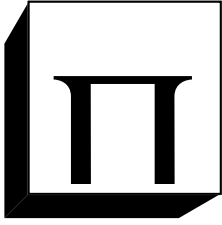
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## EMPLOYEE PROTECTION

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1. Is there a hospital, clinic or infirmary for medical care near your business?
2. If medical and first-aid facilities are not nearby, do you have one or more employees trained in first aid?
3. Are your first-aid supplies adequate for the type of potential injuries in your workplace?
4. Are there quick water flush facilities available where employees are exposed to corrosive materials?
5. Are approved hard hats provided and worn where any danger of falling objects exists?
6. Are protective goggles or glasses provided and worn where there is any danger of flying particles or splashing of corrosive materials?
7. Are protective gloves, aprons, shields or other means provided for protection from sharp, hot or corrosive materials?
8. Are approved respirators provided for regular or emergency use where needed?
9. Is all protective equipment maintained in a sanitary condition and readily available for use?
10. Where special equipment is needed for electrical workers, is it available?
11. When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials, and away from toilet facility areas?
12. Is protection against the effects of occupational noise exposure provided when the sound levels exceed acceptable limits according to OSHA noise standards?



## SELF INSPECTION AREAS OF CONCERN

**Processing, Receiving, Shipping and Storage** – equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods.

**Building and Grounds Conditions** – floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways and aisles.

**Housekeeping Program** – waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas and storage areas.

**Electricity** – equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding and NEC compliance.

**Lighting** – type, intensity, controls, conditions, diffusion, location, glare and shadow control.

**Heating and Ventilating** – type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.

**Machinery** – points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lock out, grounding, work space, location and purchasing standards.

**Personnel** – training, experience, methods of checking machines before use, type clothing, personal protective equipment, use of guards, tool storage, work practices, method of cleaning, oiling or adjusting machinery.

**Hand and Power Tools** – purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.

**Chemicals** – storage, handling, transportation, spills, disposals, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.

**Fire Protection** – extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations and waste disposal.

**Maintenance** – regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery and general methods.

**Personal Protective Equipment** – type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use and methods of assignment.

